Becoming a FDC Volunteer Checklist

☐ **Fill out Volunteer Application Online**

Internet -
https://apps.fdc.myflorida.com/VolunteerApplication/volunteer/create

Mobile App

Email - https://apps.fdc.myflorida.com/VolunteerApplication

☐ **Check for received email** prompting you to make an appointment to get fingerprinted

☐ Call facility and **make appointment** for fingerprints

☐ **Get fingerprinted (using the ORI# "FL037H75C")**

☐ Wait to **receive training email** (Click on link)

☐ **Email Volunteer Services** for Training username and password (OPR-VolunteerServices@fdc.myflorida.com)

☐ **Complete Online Training:**
Complete the following components of online training in the following order:
a.   Volunteer training manual
b.   The CJIS component (where you use the username and password; when complete, you will receive a certificate)
c.   Entrance and exit procedures
d.   HIPAA
e.   PREA

☐ **Contact facility and Receive PIN#**
Once completed online training, contact the Chaplain or Assistant Warden of Programs at facility you registered with to discuss Volunteer options and to receive your PIN#